

CHURCH finance
Inspire confidence in the way your church handles money. D p 45

Don't be afraid to grow. Ap p 7
Growth principles for southern Baptist churches. Ap p 2
Leadership needs for growing churches. Ap p 9
Maintaining fellowship in a growing church. Ap p 11
Overlooked characteristics of growing congregations. Jl p 17
When holding your own is growing. Ap p 14

Equipping centers: answer to specific training needs. JI p 45

What happens to your new members?
Mr p 29

Determining church objectives. N p 20
How to use this special planning issue of
church administration. My p 4
Making Bold Mission Thrust a reality.
My p 6
Planning aids for 1979-80. My p 10
SBC Bold Mission Thrust. My p 5

Got CB problems? Ap p 20
How safe is your church building? Mr p 24

Does your church sign communicate?
Ap p 25

Newspaper advertising for your church.
D p 30

A small computer can help your church.
My p 46
Get the most from membership records.
Jl p 14

Is your sports program different? JI p 24

Downtown churches can be revived.
N p 26

Secretary's corner.*

Avoiding the potential staff mismatch. F p 14
Joining or leaving a church staff. F p 17
Learn to understand each other. F p 8
Staff members shouldn't be just alike. F p 11
The custodian and the church. JI p 29

Bring 'em back to live. Mr p 47

And you think you've had it rough? O p 44

Christian citizenship: putting feet to our prayers. J1 p 39

Why organize? S p 3
CLARK, George
Brother Goodbody battles the sugarplum
 fairly. Ap p 49
Brother Goodbody's Christmas surprise.
 D p 49
Brother Goodbody gets called out of
 bounds. N p 49
Brother Goodbody gives (former) pastorly
 advice. My p 49
Brother Goodbody has a vision. Ag p 49
Brother Goodbody utterly devastates the
 greeneyed monster (temporarily). O p 49
Just like a tree. Ja p 49
May the best man win. Mr p 49
Percy pushes to the breaking point. Je p 49
Priscilla's secret admirer. F p 49
Reuben Rural asks a favor. S p 44
"What doth hinder . . ."? JI p 49
CLEMONS, Hardy
Staff members shouldn't be just alike. F p 11

Dial for the news. My p 45
Dynamics for staff communication. N p 13
Watch for short circuits when you talk.
N p 37

Community involvement. F p 41
COUCH, Bob
Church weekday education committee.
Ag p 40
COX, Jim
Pitfalls of a moonlight writer. S p 43
CRAIG, Floyd A.
Church public relations committee. Ag p 43
Use direct mail. Ja p 13
CRISMAN, Larry
Straight answers about the southern Baptist
retirement program. D p 23
Update your retirement plan. S p 22
DANGERFIELD, Mose
How to remember names. Jl p 33
DANIELSON, Jim
Evaluating change. O p 12
Get more creativity from your mimeograph.
Ja p 16
DAVIS, C. P.
Planning a year's program of evangelism.
Je p 14
Relationships: key to leadership. O p 28
When we witness we grow. Mr p 26
DeBELL, Richard A.
Disaster: opportunity for ministry. N p 32
DOBBS, Gaines S.
Some things don't change. O p 16
DUKE, Irma
And you think you've had it rough? O p 44
EDGEMON, Roy T.
Equipping centers: new dimension in train-
ing. F p 48
ELKINS, Cliff
Cut cleaning costs. O p 31
ELLENBURG, Jack S. W.
Can a leader afford failure? Mr p 3
ELMORE, Vernon
The pastor's study: home or church? Ja p 28

An administrative plan for an evangelistic church. Je p 11
A theology for an evangelistic church. Je p 3
How to reach out on a global scale. O p 45
Planning a year's program of evangelism.

Je p 14
Preaching for ongoing evangelism. Je p 17
The spirit of evangelism. Je p 8

Why not a family at home night? S p 33
FARMER, Jane J.
Housewife? pastor's wife? or both? Jl p 3/
FAULKNER, Brooks R.
Leadership profiles. Mr p 14
FEELER, Clifford N.
Involve your members in budget develop-
ment. S p 39
FERGUSON, Barbara
I got my priorities in order. Ag p 19
FIELDS, Wilmer C.
Put *person-ality* into your church paper. Ja
p 10

Make a Christmas wish for the whole world.
D p 43
FINLEY, Lola
A funny thing happened. Ag p 25
FLOWERS, Joseph B.
Why not a family at home night? S p 33

Your church kitchen. *

FOWLER, Ruth
Bold giving. Je p 49

GARRETT, Harold
Invest a little time; gain a lot of results.
S p 42

GRANADE, Charles J.
A funny thing happened. S p 25

GRAY, Robert E.
Building team spirit. F p 28

GREER, N. F.
Update your church's understanding of
Christian giving. N p 44

GREGORY, Harold I.
What should you say to a pastor selection
committee? F p 24

After the funeral. JI p 21

GRUBBS, Bruce
Growth principles for Southern Baptist Churches. Ap p 2

GRUBBS, Bruce
The crisis of conflict. Mr p 17

HARBUCK, Don B.
Hold on while turning loose. Mr p 11

HARRELL, Flynn T.
What a minister should know about his income tax. Ja p 41
Improve pulpit-guest relations. Ap p 23.

HARRELL, James
Baptist foundations—your resource for estate planning. S p 40

HARRIS, John S.
A leader can mix quality and quantity.
Mr p 8

HASSLER, Betty
The pastor's most critical listener. D p 39

HAVLIK, John F.
An administrative plan for an evangelistic church. Je p 11
A theology for an evangelistic church.
Je p 3

HAYES, Judi
A funny thing happened. N p 43

HEFLIN, James L.
Involve your church in reaching the world by the year 2000. Mr p 44

HERRING, REUBEN
Equipping centers: answer to specific needs. JI p 45
HILDRETH, Lory
Working! earning! stewardship? JI p 47
HILL, Harland
A small computer can help a church. My p 46
HILL, Leonard E.
What a calendar can do for you. Mr p 31

HOBBIES

Needed: something to look forward to. Mr p 21
HOPKINS, Jerry B.
A funny thing happened. My p 43
HOSKINS, Lucy
Secretary's corner.*
HOWELL, Stanley
Bring 'em back to live. Mr p 47
HUDSON, R. Loftin
How to give recognitions without hanging yourself. Ap p 35
HUGHS, Sallie
A funny thing happened. F p 44

HUMOR

A funny thing happened. Larry Armstrong. JI p 40; John Autry. Je p 32; Dennis M. Ball. Ja p 48; Bill Bruster. D p 42; Lola Finley. Ag p 25; Charles J. Granade. S p 25; Judi Hayes. N p 43; Jerry B. Hopkins. My p 43; Sallie Hughs. F p 44; James A. McCullen. O p 30; R. E. Poston. Ap p 46; Mildred Wade. Mr p 41
Brother Goodbody battles the sugarplum fairy. Ap p 49
Brother Goodbody's Christmas surprise. D p 49
Brother Goodbody gets called out of bounds. N p 49
Brother Goodbody gives (former) pastorly advice. My p 49
Brother Goodbody has a vision. Ag p 49
Brother Goodbody utterly devastates the greeneyed monster (temporarily). O p 49
Just like a tree. Ja p 49
May the best man win. Mr p 49
Percy pushes to the breaking point. Je p 49
Priscilla's secret admirer. F p 49
Reuben Rural asks a favor. S p 44
"What doth hinder . . ."? JI p 49

JANUARY Bible study

January Bible study can be effective. N p 47
JENKINS, David L.
When Holding your own is growing. Ap p 14
You can't do everything. F p 21
JOHNSON, Bob
How to retreat a retired minister. O p 22
JOHNSON, Johnni
Make a Christmas wish for the whole world. D p 43
JOLLY, Lawson, Jr.
Dial for the news. My p 45
JUSTICE, William G.
Training laypersons in caring skills. D p 12

KINDERGARTEN

All the children of the world. JI p 42
KING, L. Lamar, Jr.
We built a personal care team. D p 3

LEADERSHIP

A leader can mix quality and quantity. Mr p 8

Can a leader afford failure? Mr p 3
Change requires responsible leadership. O p 6
Evaluating change. O p 12
Hold on while turning loose. Mr p 11
Leadership profiles. Mr p 14
Meeting resistance to change. O p 9
Operating from a minority base. O p 18
Relationships: key to leadership. O p 28
Self knowledge: key to leadership. F p 3
Some things don't change. O p 16
Why change? O p 2
LESCH, Gomer R.
Watch for short circuits when you talk. N p 37
LEWIS, Ron
Bold growing. Ap p 45
LOWRY, Robert N.
Here's how we built. Je p 29
MCBAIN, John M.
When should a church consider "together we build"? Ag p 48
MCCARTNEY, Dick
Let the treasurer's report keep the people informed. Je p 35
MCCOY, Lee H.
Understanding and using parliamentary procedure. F p 31
MCCULLEN, James A.
A funny thing happened. O p 30
McKEE, Dan
Relating committees and staff members. A p 8
Sometimes one must criticize. F p 26
McINTYRE, J. Ralph
After the funeral. JI p 21
McWILLIAMS, Anne Washburn
All the children of the world. JI p 42
MADDOX, Larry
A committee on committees . . . burden or blessing? Ag p 3
MAPLES, James Richard
Change requires responsible leadership. O p 6
MEADE, Robert D.
Counseling church volunteers. N p 23

MENTALLY handicapped

A place for special adults. Ja p 19
MERRITT, Jean
The secretary's corner.*

METHODS

And you think you've had it rough? O p 44

MINISTERS, counseling for

Whom can you trust? O p 24

MINISTERS culture, morals, manners

Improve pulpit-guest relations. Ap p 23
So you're a success. now what? O p 26

MINISTERS, life of

Of ministers and investments. Ja p 44
The pastor's study: home or church? Ja p 28
When the minister's mate is a man. . . . Mr p 37
Minister's Mate*

MINISTERS (ordained)

Taken for granted. D p 20

MINISTERS' privileges and immunities

What a minister should know about his income tax. Ja p 41

MINISTERS' retirement

How to retreat a retired minister. O p 22
Straight answers about the new Southern Baptist retirement program. D p 23

MINISTERS' salaries, pensions, etc.

The church-owned house. Je p 26

MINISTERS' wives

The minister's mate*
Behind the scenes in the minister's house. Ja p 39
Confessions of a pastor's wife. N p 34
Help from the book shelf. Ap p 41
Housewife? pastor's wife? or both? JI p 37
I got my priorities in order. Ag p 19
Statistics come alive. S p 35
When we have to say "good bye." O p 37
The pastor's most critical listener. D p 39
To help or hinder? F p 39
What is our place? Je p 39

MINISTRY

Disaster: opportunity for ministry. N p 32
Ministering to the disgraced. Ap p 17

MINISTRY, nursing homes

A television ministry for nursing home residents. Ap p 43

MISSIONS, education and promotion

Plan a missions weekend. Ja p 25

MISSIONS - summer activities

Summer vacations vs. church involvement. JI p 26

MONTGOMERY, Bill

Your church may need a money management conference. Ap p 47

MORROW, Mic

What happens to your new members? Mr p 29

MYERS, Carlton L.

Taken for granted. D p 20

MYERS, Marvin

Be a better committee chairperson. Ag p 13
Church property and space committee. Ag p 32

NEAGLE, Larry E.

An usher's guide to failure. Ap p 30
What to teach laypersons about hospital visitation. Je p 24

NEYLAND, James

Evaluating committee performance. Ag p 17

O'BANNON, Bryan

How to make decisions. Ja p 33

O'BRIEN, William R.

How to reach out on a global scale. O p 45

OWEN, K. Kip

Give your church a forward thrust. F p 46

OWENS, Steve L.

Newspaper advertising for your church. D p 30

OWENSBY, Idus V.

Retirees make good counting committee members. Ja p 22

PASTOR selection committee

What should you say to a pastor selection committee? F p 24

PASTORAL care

What to teach laypersons about hospital visitation. Je p 24

PASTORAL care and ministry

- Discovering helping agencies in your communities. D p 9
Loneliness: occasion for ministry. D p 17
Matching congregational abilities to needs. D p 15
Training laypersons in caring skills. D p 12
We built a pastoral care team. D p 3
PAULSON, Donald N.
Better committee work in the single staff member church. Ag p 11
PERKINS, Raymond M.
Become a better idea salesperson. S p 19
PETERSON, Charles E.
Inspire confidence in the way your church handles money. D p 45
PHILLIPS, Dan Kenneth
When doors won't open. S p 26
Why change? O p 2

PLACEMENT

- When doors won't open. S p 26
POSTON, R. E.
A funny thing happened. Ap p 46

PRAYER

- Keep your promise to pray. Je p 45
PRIVETTE, Jerry A.
How safe is your church building. Mr p 24

PROPERTIES/buildings

- Where shall we locate our new church building. D p 26

PUBLIC relations

- Get more creativity from your mimeograph. Ja p 16
Keeping your church in the news. Ja p 3
Put person-ality into your church paper. Ja p 10
Use direct mail. Ja p 13
Using news releases. Ja p 8
When criticism comes. S p 16
RABON, Charles H.
Improve pulpit-guest relations. Ap p 23

RETIREMENT

- Update your retirement plan. S p 22
RIDLEHOOVER, Jack
Coping with church power struggles. F p 19
Maintaining fellowship in a growing church. Ap p 11
ROBERTSON, Mike
Summer vacations vs. church involvement. Jl p 26
ROGERS, Mary Frances
When we have to say goodbye. O p 37
ROGERS, Mrs. W. R.
What is our place? Je p 39
RUSH, John E.
Stewardship tips for a more meaningful summer. Je p 46
RUSSELL, Chester
Of ministers and investments. Ja p 44
SANDERS, Gilbert L.
The custodian and the church. Jl p 29
SANFORD, Jack D.
"Fit 'em all" organization is a myth. S p 10
SAVELL, Carl
Determining church objectives. N p 20
SCHALLER, Lyle E.
Downtown churches can be revived. N p 24
Overlooked characteristics of growing congregations. Jl p 17
SEAGLE, Cecil W.

- Don't be afraid to grow. Ap p 7
SHEFFIELD, Jimmie
Get the most from membership records. Jl p 14
How to manage people. N p 10
SHORT, Mark Jr.
How to find good staff members. N p 3
SHOTWELL, Larry
Church nominating committee. Ag p 29
SISK, Ginny
Confessions of a pastor's wife. N p 34
SMITH, Roland A.
Where shall we locate our new church building? D p 26
SPENCE, J. Stephen
Baptism—a day to remember. Je p 23
Got CB problems? AP p 20
STAMEY, Judy J.
Dynamics of staff communication. N p 13
STAMEY, Wade/Judy
When the minister's mate is a man. . . . Mr p 37
STANDERFER, Ernest D.
Church stewardship committee. Ag p 31
Operating from a minority base. O p 18

STEWARDSHIP

- Baptist foundations—your resource for estate planning. S p 40
How to develop a ministry centered budget. O p 38
How to make stewardship come alive for youth. Mr p 42
Invest a little time: gain a lot of results. S p 42
Involve your members in budget development. S p 39
It's easy if you know how. Ag p 46
Plan an exciting year in stewardship development. My p 36
Stewardship tips for a more meaningful summer. Je p 46
Tie your budget to the Cooperative Program. O p 41
Update your church's understanding of Christian giving. N p 44
When should a church consider "together we build?" Ag p 48
Working! Earning! Stewardship? Jl p 47
Your church may need a money management conference. Ap p 47

STEWARDSHIP commission

- Give your church a forward thrust. F p 46
TAYLOR, John Lee
Fine tuning your organization. S p 8
THE secretary's corner*
THOMPSON, David
Is your sports program different? Jl p 24

TIME

- Do more work in less time. N p 16
TONKS, A. Ronald
Church history committee. Ag p 41
TRENT, Earle
Don't try to run from problems. S p 12

TRAINING union

- Equipping centers: new dimension in training. F p 48
TREADWAY, Charles F.
Church baptism committee. Ag p 37
Church benevolence committee. Ag p 39
Church Lord's Supper committee. Ag p 38
TURNER, R. Chip
Community involvement. F p 41

- TWYMAN, Louis
Whom can you trust? O p 24

- VALENTINE, Foy
Christian citizenship: putting feet to our prayers. Jl p 39

VOCATIONAL guidance

- Counseling church vocations volunteers. N p 23
WADE, Mildred
A funny thing happened. Mr p 41
A place for special adults. Ja p 19
WAGENER, Dorothy
Using news releases. Ja p 8
WALKER, James
Tie your budget to the Cooperative Program. O p 41
WARE, Browning
When criticism comes. S p 16
WARREN, Charlie
What's all this about Bold Mission Thrust? Ja p 46
WAYLAND, John T.
A service of dedication. S p 31
WEDEL, Leonard E.
Avoiding the potential staff mismatch. F p 14
WELLS, Ray
A television ministry for nursing home residents. Ap p 43

WITNESSING, Christian

- God will take care. F p 45
When we witness we grow. Mr p 26
YOUNG, Mary Todd
Church preschool committee. Ag p 33
YOUR church kitchen*